

REQUEST FOR ORDERS INPUT FORM

Name: _____ Rank: _____ SSN: _____

Married and/or have Dependents: Yes () No ()

Type Order: (Check one) ADSW () TDY () PCS ()

Purpose: _____

Location: _____

Start Date: _____ End Date: _____

Quarters Available: Yes () No () Meals Available: Yes () No ()

Mode of Transportation: _____ GSA Required: _____

Home of Record: _____

Additional Instructions: _____

Recruiters Name: _____

Unit Readiness NCO: _____

NCOIC Approval: _____

R&R SGM Approval: _____

Note: Minimum of 7-10 working days for ADSW request and 2 working days for TDY request. Request must be approved thru Unit Readiness NCO's prior to placing any soldier on ADSW. Upon completion of ADSW R&R NCO must notify Program Manager (SFC Jencks) that duty was performed. Also soldier on ADSW must notify the unit of assignment that R&R will submit payment on a TL to Military Pay, not the unit.

Revised Form
26 Jul 06